



MCA-QP4240
Previously MCA-16.1
Revision G
03 February 2003

Maintenance Center, Albany
Marine Corps Logistics Base, Albany, GA 31704-0325

MCA QUALITY PROCEDURE

CODE 881

CONTROL OF RECORDS

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

(Signature on File)
S. H. FOREMAN

03 February 2003
DATE

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Commander, Maintenance Center, Albany

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF RECORDS	MCA-QP4240	Revision: G
	Date: 03 February 2003	Page 3 of 7

DOCUMENT HISTORY LOG

Status (Baseline/Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7 Dec 98	
Revision	A	15 May 00	Recommendations made during DCMC Pre-Qualification Audit
Revision	B	5 June 00	Chgs due to Management Working Group
Revision	C	16 Oct 00	Revision due to QS-00-038-8 CAR and 13-19 Audit of Bus Dept
Revision	D	28 Nov 00	Addresses who is authorized to dispose of documents and the disposal method of documents and data (Noncompliance Report AMC-024)
Revision	E	26 Feb 02	Transition from ISO 9002:1994 to 9001:2000.
Revision	F	05 Dec 02	Revised Appendix A, Para. 6.2.2, 7.4.1, 8.2.4; and 7.5.2 due to CAR QS-02-055-02
Revision	G	03 Feb 03	Para 4.11 changed IT Department to IT Branch; Revised Appendix A para's 6.2.2, 7.5.4, 8.3, and 8.5.3

CONTROL OF RECORDS

1. SCOPE.

1.1 Scope. This Maintenance Center, Albany (MCA) Quality Procedure (MQP) documents the control of records required by the MCA's quality management system.

1.2 Purpose. This MQP establishes the procedure and specifies responsibility for the control, including identification, collection, indexing, accessing, filing, storage, protection, maintenance, retrieval and disposition, of quality records in accordance with the reference documents.

1.3 Applicability. This MQP is applicable to all quality records developed and/or received by the MCA and applies to all MCA organizational elements involved with the use, generation, maintenance and/or retention of quality records.

2. APPLICABLE DOCUMENTS.

QM1000	Maintenance Centers Quality Manual
Base Order P5212.1	Records Management and Disposal Program
SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual

See MCA ISO WEB Page for additional documents.

3. DEFINITIONS.

3.1 Network. The electronic connectivity that allows a variety of computerized equipment to interconnect between each other for the purpose of communication and the sharing of resources.

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF RECORDS	MCA-QP4240	Revision: G
	Date: 03 February 2003	Page 4 of 7

3.2 Network Resource. A file system or database that is shared on the network.

3.3 Networked Quality Record. Quality Records that reside on one of the Maintenance Center's shared network resources.

See MCA-QP5500 Appendix A for definitions.

4. PROCEDURE.

4.1 General.

4.1.1 SECNAVINST 5212 shall be utilized as a guide in the management of quality records.

4.1.2 All records which affect product quality requirements and/or product quality evaluation will be identified and established as quality records. All quality records will be maintained by the "Office of Primary Responsibility" noted in Appendix A or forwarded to Configuration/Data Management (C/DM) for permanent storage. Quality records which contain data and/or information required by the Quality Office will be routed via the Quality Office prior to being forwarded to C/DM.

<u>Actionee</u>		<u>Action</u>
All Departments	4.2	<u>Identification and Collection</u> . Quality records shall include, but are not limited to, those records identified in the Quality Record Chart provided as Appendix A. The localities listed under the heading "Office of Primary Responsibility" shall be responsible for the collection, maintenance, and retention of records itemized under the heading "Quality Records."
	4.3	Responsible areas shall ensure all records are legible, dated, and readily identifiable.
	4.4	<u>Indexing</u> . Indexing shall provide the necessary tools for cataloging and tracking of all quality records retained/maintained within the Department.
	4.5	<u>Filing</u> . Filing shall provide for easy access and retrievability.
	4.6	<u>Storage, Protection, and Maintenance</u> . The storage atmosphere for all quality records shall be suitable to prevent loss, damage, or deterioration due to temperature, humidity, and contamination. Records shall be maintained through various media that shall include, but is not limited to, hard copy and on-line and off-line (e.g., CDs, tapes, floppies, etc.) electronic files.
	4.7	<u>Retention and Disposition</u> . Retention and disposition of all quality records shall follow guidelines set forth in SECNAVINST 5212 and Base Order P5212.1. If requirements for retaining quality records exceed those identified by this Order, retention periods shall be identified when quality records are submitted to C/DM for storage. All controlled documents/data/records issued by C/DM shall be disposed of by C/DM in the following manner:
	4.7.1	Business Sensitive/Classified Data – Shred
	4.7.2	Non-Business Sensitive/Non-Classified Data – Recycle (if appropriate paper

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF RECORDS	MCA-QP4240	Revision: G
	Date: 03 February 2003	Page 5 of 7

type; if not, trash.)

Note: All Departments/OPRs retaining/managing quality records shall dispose of materials in the manner described above.

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|---------------|------|---|
| IT Department | 4.8 | The S6 department, located in building 1360, will backup and protect (virus, intrusion, hacking, etc.) all of the Maintenance Center's networked resources on a daily basis. Networked resources will be backed up fully or incrementally or a combination of both. |
| | 4.9 | The S6 will provide a status of successful and unsuccessful backups of network resources to the Maintenance Center Information Technology Department via an electronic mail message. |
| | 4.10 | When backup of a network resource is unsuccessful, S6 will identify the problem, correct and commence a new backup of the network resource and will notify the Maintenance Center of the status via an electronic mail message. |
| | 4.11 | The Maintenance Center Information Technology Branch will maintain the electronic mail messages no less than 30 days. |
| | 4.12 | The Maintenance Center Information Technology will monitor the status of backups each day during normal working hours. |
- Note: The Office of Primary Responsibility (OPR) performs backup of non-network files.

5. NOTES. None.

6. DATA, REPORTS, AND FORMS. As required.

7. QUALITY RECORDS. Refer to Appendix A, which shall be utilized by all departments in determining areas of responsibility in the development and maintenance of quality records.

8. APPENDICES.

Quality Records Chart – Appendix A

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF RECORDS	MCA-QP4240	Revision: F
	Date: 05 December 2002	Page 6 of 7

APPENDIX A QUALITY RECORDS CHART				
Clause	Record Required	Quality Record	Office of Primary Responsibility	Where Record Is Kept
5.6.1	Management reviews	Quality System Review Brief and Minutes	Quality Department	C/DM
6.2.2(e)	Education, training, skills and experience	Training Database IQRs Special Skills Certification	Quality Department Trades All Departments	C/DM Supervisor's Area ISO WEB Page & Training Database
7.1(d)	Evidence that the realization processes and resulting product fulfill requirements	Log On/Log Off Work Order Work Order Transactions QIRs PM Records	Information Technology Production Management Quality Department Engineering Department	COMPASS Contract Production Management COMPASS Contract C/DM Engineering Department
7.2.2	Results of the review of requirements relating to the product and actions arising from the review	Estimates/Cost Data Sheets Contract Review Records via E-mail Correspondence/Other Correspondence Work Breakdown Structure Request for Deviations/Waivers	Production Management Production Management and Quality Department	Production Management Project Folder Project Folder COMPASS Contract Project Folder, C/DM, and MEARS
7.3.2	Design and development inputs	Project Plan Project Plan	Trades (ATEP) Engineering Department	ATEP LAN G:\drive Project Folder
7.3.4	Results of design and development reviews and any necessary actions	IPR Minutes Action Items Red Lined Drawings	Trades (ATEP) Engineering Department	ATEP TMDE Web Site Project Folder
7.3.5	Results of design and development verification and any necessary actions	Verification Checklist Action Items Project Plan/Red Lined Drawings	Trades (ATEP) Engineering Department	ATEP TMDE Web Site Project Folder
7.3.6	Results of design and development validation and necessary actions	Acceptance Test Results Action Items Project Plan/Red Lined Drawings	Trades (ATEP) Engineering Department	ATEP TMDE Web Site Project Folder
7.3.7	Results of the review of design and development changes and any	ECP Action Items	Trades (ATEP)	ATEP TMDE Web Site

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF RECORDS	MCA-QP4240	Revision: F
	Date: 05 December 2002	Page 7 of 7

	necessary actions	Drawings	Engineering Department	Project Folder
7.4.1	Results of supplier evaluations and actions arising from the evaluations	Approved Vendor Listing	Production Management	COMPASS Contract
7.5.2(d)	As required by the organization to demonstrate the validation of processes where the resulting output cannot be verified by subsequent monitoring or measurement	Results of Welding Certification Test Soldering/ESD Training Records Soldering/ESD Certification Listing	Engineering Department Quality Department	Engineering Dept, ISO WEB Page, and C/DM Training Database Quality Assurance, ISO WEB Page and C/DM Training Database
7.5.3	The unique identification of the product, where traceability is requirement	USMC Number Work Orders Stamped Parts and Marked Parts TETS Database	Production Management Trades Dept (ATEP)	Production Management Fleet Support
7.5.4	Customer property that is lost, damaged or otherwise found to be unsuitable for use	DD-250, DD-1348, DD-1149 Discrepant Material Report SDR/TDR PQDR Letter of Notification to Customer	Production Management Quality Dept/Prod Mg Production Management	Warehouse 1331 Quality Assurance/C/DM Project Folder
7.6(a)	Standards used for calibration or verification of measuring equipment where no international or national measurement standards exist	N/A		
7.6	Validity of previous results when measuring equipment is found not to conform with is requirements	Certificates of Calibration Notifications to CAMP via e-mail (new) Notification from CAMP via e-mail (new) Impact Assessment Records (new) JF/BR	Trades(CAMP Office)	LABMATE
7.6	Results of calibration and verification of measuring equipment	Certificates of Calibrations Calibration Stickers LABMATE	Trades	LABMATE Equipment LABMATE
8.2.2	Internal Audit Results	Audit Report Package Audit Schedules Process/Product Audit Checklist	All Departments	C/DM ISO WEB Page/C/DM C/DM
8.2.4	Evidence of product conformity with the acceptance criteria and indication	QIRs Work Orders	Quality/Trades Production Mgmt	C/DM COMPASS Contract

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany Quality Procedure Code 881		
CONTROL OF RECORDS	MCA-QP4240	Revision: F
	Date: 05 December 2002	Page 8 of 7

	of the authority responsible for the release of the product	Inspection Status Tags	Quality/Trades	Equipment
8.3	Nature of the product nonconformities and any subsequent actions taken, including concessions obtained	PQDRs/FPQDRs QIRs SDRs/TDRs	Quality Department Production Management	Quality Assurance and C/DM Warehouse 1331
8.5.2	Result of corrective action	CARs	All Departments	Quality Assurance and C/DM
8.5.3	Results of preventive action	PARRs Beneficial Suggestions Preventive Action Report	Engineering All Departments Quality Department	C/DM Engineering Quality Assurance and C/DM

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